

July 15, 2002

To: Supervisor Zev Yaroslavsky, Chair
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

EMANCIPATED YOUTH, IDENTIFICATION OF EXEMPT ITEMS

At the April 30, 2002 meeting, your Board directed the Chief Administrative Office to exempt emancipated youth from the hiring freeze; waive the hiring freeze as it relates to part-time and summer jobs for student workers, lifeguards and other part-time positions; and to report on positions that are included, and positions that are not included in the hiring freeze. You also instructed the Department of Human Resources (DHR) to work with County departments to identify positions for which emancipated youth could meet the minimum requirements necessary for employment. This report is in response to these instructions.

Exempt and Non-Exempt Positions

Attached is a list of positions (Attachment I), by Department, that are exempt from the hiring freeze. While prior CAO approval is not required, my office continues to monitor the Departments' hiring on these positions. Please note that classifications that are exempt in one department may not be exempt in another. This difference is based on whether or not a position is crucial to the department's operation. Also, note that positions funded through Special Districts/Special Funds such as for Public Works and Fire, critical health and safety positions, and seasonal positions such as lifeguard and student worker, are among the positions that are exempt. Positions that are not included in the attached list are not exempt.

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Employment Opportunities for Emancipated Youth

On August 14, 2001, your Board instructed Department Heads to examine and promote entry-level or career-based opportunities for emancipating foster youth and report their findings to DHR. A copy of DHR's report to your Board on this matter is attached for your convenience (Attachment II). As indicated, DHR is working with departments to identify, on an ongoing basis, employment and training opportunities.

The Chief Administrative Office currently approves all non-exempt new hires and promotions. Where departments meet the criteria for approval of hiring and promotion requests, and are operating within their approved budget allowance, exemption will be granted to hire emancipated youth as directed.

If you have any questions regarding the information contained in this report, please contact Sid Kikkawa at (213) 974-1133 or Jackie White at (213) 974-1155.

DEJ:DL
JW:LK:vyg

Attachments

c: Each Department